



Uploading Images

1. **Navigate to Unit**
2. **Navigate to Image Library**
3. **Upload Images**
4. **Check In Images**
5. **Publish Images**
6. **Approve Images**



Navigating to Unit to Upload Images

1a. Click *Units*

Welcome Gessner Ctr Kathy / / Site Actions

MARINES
THE FEW. THE PROUD.

Home News **Units** Recruiting Training & Education Career Marine Services In the Community Search

Advanced Search

CALL TO SERVICE
A Message from the Commandant of the Marine Corps -- Our Nation is at war - our Corps is at war...

Re-enlist
[Active Duty](#)

Volunteer for Duty
[Reserve](#)
[Retired](#)

Join the Corps
[Contact a Recruiter](#)
[Find a Recruiting Station](#)

Retirees
[CMC's Message](#)

with certificates in hand, after graduating from a Humvee licensing and preventive maintenance course March 20. More than 20 Iraqi soldiers graduated from the three-week course, which was taught by Marines with Regimental Combat Team 7.

Photo by Staff Sgt. Jim Goodwin

OPERATIONAL NEWS [Section Home](#)

In the News

Press Releases

Legal Advisories

FEATURES

Medal of Honor
Cpl. Jason L. Dunham, first Long War Marine to receive Medal of Honor

- [About the Medal of Honor](#)
- [Marine Recipients](#)
- [The Gift of Valor](#)

Leaders Guide
Designed to provide guidance and tools to leaders on what to look for, what to do and specific resources for helping Marines.

LEADERS GUIDE
Managing Marines In Distress

Join the Corps

☐ Marines.com You'll train harder than you thought possible but if you succeed you'll become part of the proud tradition of those who serve as Marines. Take the challenge at [Marines.com](#)



Navigating to Unit to Upload Images

1b. Select *Unit*

Welcome Gessner Ctr Kathy // Site Actions ▾

MARINES
THE FEW. THE PROUD.

Home | News ▾ | **Units ▾** | Recruiting ▾ | Training & Education ▾ | Career ▾ | Marine Services ▾ | In the Community ▾

Advanced Search

Home > Units Add Link to Site

View All Site Content

Unit Directory

Headquarters Marine Corps

Unit Type	Location	Alphabetically
▪ Artillery	▪ Afghanistan	▪ A-G
▪ Aviation	▪ Africa	▪ H-N
▪ Bases and Stations	▪ Arizona	▪ O-T
▪ Detachments	▪ California	▪ U-Z
▪ Divisions	▪ District of Columbia	▪ 0-9
▪ Expeditionary Units	▪ Europe	
▪ Headquarters Agency	▪ Florida	
▪ Infantry Units	▪ Georgia	
▪ Marine Logistics Group	▪ Hawaii	
▪ Marine Forces	▪ Iraq	
▪ Recruiting Districts	▪ Japan	
▪ Reserves	▪ Kentucky	
▪ Training/Schools	▪ Korea	
▪ Other Elements	▪ Louisiana	
	▪ Maryland	
	▪ Missouri	
	▪ Nebraska	
	▪ New York	
	▪ North Carolina	
	▪ Oklahoma	
	▪ Rhode Island	
	▪ South Carolina	
	▪ Texas	
	▪ Virginia	
	▪ Washington	

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Navigating to Unit to Upload Images

1c. Click *Unit* from list of links

The screenshot shows the Marines website interface. At the top, there is a navigation bar with links: Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. A search bar is also present. Below the navigation bar, the breadcrumb trail reads "Home > Units". The main content area is titled "Unit Directory: Results". On the left, there is a sidebar with a "View All Site Content" button and a "Lists" button. A red arrow points from the "Lists" button to the "Unit Directory: Results" section. The "Unit Directory: Results" section displays a list of units, with the first entry being "II MEF" with the URL "http://usmcdemoau1.inforeliance.com/units/marforcom/iimef".

Unit Directory: Results

Unit Type : Expeditionary Units


- II MEF
<http://usmcdemoau1.inforeliance.com/units/marforcom/iimef>



Navigating to Image Library

2a. Click *View All Site Content*

/ Welcome MCW\kathy.gessner.ctr / My Links / Site Actions

 **MARINES**
THE FEW. THE PROUD.

[Home](#) | [News](#) | [Units](#) | [Recruiting](#) | [Training & Education](#) | [Career](#) | [Marine Services](#) | [In the Community](#) [Advanced](#)

You are here: [Home](#) > [Units](#) > [Marine Forces Command](#) > [II MEF](#)

[View All Site Content](#)

[II MEF](#)

[Units](#)

[News](#)

[Press Releases](#)

[Photos](#)

The [II MEF](#) site is not being hosted here at this time.
Please visit [II MEF](#) to view the current site.

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Navigating to Image Library

2b. Click *Images*

Welcome MCW\kathy.gessner.ct | My Links | Site Actions

Units Recruiting Training & Education Career Marine Services In the Community

Home > Units > Marine Forces Command > II MEF > All Site Content

All Site Content

View: All Site Content

Name	Description	Items	Last Modified
Document Libraries			
Documents	This system library was created by the Publishing feature to store documents that are used on pages in this site.	0	4 months ago
Images	This system library was created by the Publishing feature to store images that are used on pages in this site.	1665	2 days ago
Pages	This system library was created by the Publishing feature to store pages that are created in this site.	276	2 days ago
Picture Libraries			
There are no picture libraries. To create one, click Create above.			
Lists			
Links		0	4 months ago
Points of Contact		0	4 months ago
Workflow Tasks	This system library was created by the Publishing feature to store workflow tasks that are created in this site.	11	4 months ago
Discussion Boards			
There are no discussion boards. To create one, click Create above.			
Surveys			
There are no surveys. To create one, click Create above.			
Sites and Workspaces			
22nd MEU			9 days ago
24th MEU			2 days ago
26th MEU			6 days ago
2nd Marine Air Wing			2 days ago
2nd Marine Division			6 days ago
2nd Marine Logistics Group			2 days ago
2nd MEB			5 weeks ago
4th MEB (AT)			9 days ago
Headquarters Group			9 days ago
Marine Forces Unitas			5 weeks ago
Marine Helicopter Squadron 1			5 weeks ago
Special Operations Training Group			5 weeks ago
Recycle Bin			
Recycle Bin	Use this page to restore items that you have deleted from this site, or to empty deleted items.	0	



Uploading Images

3a. Click *Upload Document*

[Home](#) | [News](#) | [Units](#) | [Recruiting](#) | [Training & Education](#) | [Career](#) | [Marine Services](#) | [In the Community](#)
 [Advanced](#)

Images
[View All Site Content](#)
II MEF
[Units](#)
[News](#)
[Press Releases](#)
[Photos](#)

[New](#) | [Upload](#) | [Actions](#) | [Settings](#)

Upload Document
 Upload a document from your computer to this library.

Upload Multiple Documents
 Upload multiple documents from your computer to this library.

Type	Name	Picture Width	Picture Height	Checked Out To	Scheduling Start Date	Scheduling End Date	Approval Status
Folder	2007						Approved
Image	_MG_4070	2504	2336	Steele Ctr Keri			Approved
Image	_MG_5158			Steele Ctr Keri			Approved
Image	_MG_5185			Steele Ctr Keri			Approved

NOTE: When uploading images, it is recommended that you upload them one at a time to fill in all required information for each image. Using Upload Multiple Documents does not allow you to fill in the required information until after you upload. If you upload multiple images at once, you must open each image and enter the information required.



Uploading Images Individually

3b. Click *Browse to Select Files*

Home > Units > TESTSITE > Images > Upload Document

Upload Document: Images

Upload Document Browse to the document you intend to upload.	Name: <input type="text"/> Browse...
	Upload Multiple Files... <input checked="" type="checkbox"/> Add as a new version to existing files
Version Comments Type comments describing what has changed in this version.	Version Comments: <input type="text"/>

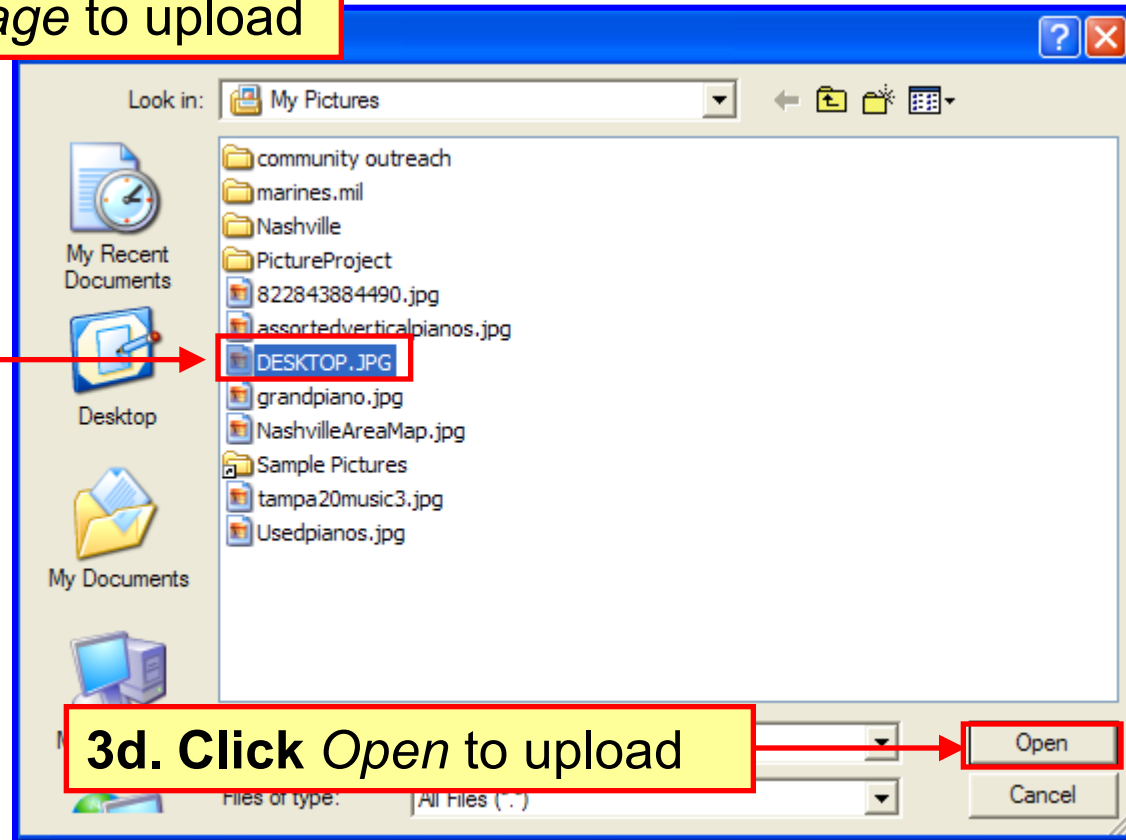
OK Cancel

Note: Images must be published and approved before the public can view them



Uploading Images Individually

3c. Select *Image* to upload



3d. Click *Open* to upload



Uploading Images Individually

Home > Units > Headquarters Marine Corps > Images > Upload Document

Upload Document: Images

Upload Document Browse to the document you intend to upload.	Name: <input type="text" value="C:\Documents and Settings\kathy.gess"/> <input type="button" value="Browse..."/> Upload Multiple Files... <input checked="" type="checkbox"/> Add as a new version to existing files
Version Comments Type comments describing what has changed in this version.	Version Comments: <div></div>

3e. Click OK →



Uploading Images Individually

3f. Enter image information

- Name *
- VRIN# *
- Date Photo Taken *
- Byline *
- Unit
- Dateline *
- Keywords
- TypeofImage
- F-Number
- ExposureTime
- ApertureValue
- ShutterSpeedValue
- MeteringMode
- MaxApertureValue
- ExifImageWidth
- FocalLength
- ExposureMode
- ExifImageHeight
- SceneCaptureType
- WhiteBalanceMode
- Flash
- ISOSpeedRatings
- Model
- Make
- Headline
- Artist
- City
- WriterEditor
- Country/Region
- State/Province
- AllMetadata

3g. Click *Check In*

The screenshot shows a web form for uploading an image. At the top right, there are two buttons: "Check In" and "Cancel". A red arrow points from the "Check In" button to the "3g. Click *Check In*" text box. The form contains various fields for entering image information, including Name, VRIN#, Date Photo Taken, Byline, Unit, Dateline, Keywords, TypeofImage, F-Number, ExposureTime, ApertureValue, ShutterSpeedValue, MeteringMode, MaxApertureValue, ExifImageWidth, FocalLength, ExposureMode, ExifImageHeight, SceneCaptureType, WhiteBalanceMode, Flash, ISOSpeedRatings, Model, Make, Headline, Artist, City, WriterEditor, and Country/Region. A red arrow also points from the "3f. Enter image information" text box to the form fields.

NOTE: Make sure all Items marked with * have information. These are required fields and must have information filled in.



Uploading Multiple Images

3b. Click *Upload Multiple Files*

Home > Units > TESTSITE > Images > Upload Document

Upload Document: Images

Upload Document Browse to the document you intend to upload.	Name: <input type="text"/> <input type="button" value="Browse..."/> Upload Multiple Files... <input checked="" type="checkbox"/> Add as a new version to existing files
Version Comments Type comments describing what has changed in this version.	Version Comments: <input type="text"/>

Note: Images must be published and approved before the public can view them



Uploading Multiple Images

3c. Navigate to images on local drive. Check images to upload

Welcome MCW\kathy.gessner.ctr | My Links | Site Actions

Services In the Community

Upload Document

Upload Document: Images

Upload Document

Browse to the document you intend to upload.

☒ Add as a new version to existing files

Name	Size	Modified
<input type="checkbox"/> Access Design.xlsx	13 KB	3/12/2008 2:51 PM
<input type="checkbox"/> ACTION TASKER FLOW.vsd	137 KB	2/27/2008 10:53 AM
<input type="checkbox"/> Classified Tasker Break out.xlsx	11 KB	3/4/2008 8:21 PM
<input type="checkbox"/> Content type worksheet (Windows ...	56 KB	2/22/2008 10:11 AM
<input type="checkbox"/> Contract Design Review PPT.ppt	390 KB	3/25/2008 1:38 PM
<input type="checkbox"/> Critical Questions and Required It...	31 KB	2/13/2008 9:09 PM
<input type="checkbox"/> Critical Questions and Required It...	14 KB	2/13/2008 9:04 PM
<input type="checkbox"/> Document Level Security.docx	167 KB	2/22/2008 3:17 PM
<input type="checkbox"/> DTRA BusRequirements.docx	14 KB	2/25/2008 10:08 AM
<input type="checkbox"/> DTRA BusRequirements_JD.docx	16 KB	3/2/2008 10:10 PM
<input type="checkbox"/> DTRA BusRequirements_KG.docx	16 KB	3/2/2008 11:10 PM
<input type="checkbox"/> DTRA III Design.vsd	511 KB	2/22/2008 12:34 PM
<input type="checkbox"/> DTRA Office Symbols with Distributi...	325 KB	2/25/2008 3:18 PM
<input type="checkbox"/> DTRA ORG - LEVEL 3 & UP.vsd	1115 KB	3/16/2008 8:48 PM
<input type="checkbox"/> DTRA ORG - LEVEL 3 & UP2.vsd	637 KB	3/17/2008 12:08 PM
<input type="checkbox"/> DTRA ORG - LEVEL 3 & UP3.vsd	246 KB	3/17/2008 1:22 PM
<input type="checkbox"/> DTRA ORG - LEVEL 3 & UP4.vsd	1235 KB	3/26/2008 8:12 AM
<input type="checkbox"/> DTRA ORG.xlsx	19 KB	3/19/2008 12:09 PM
<input type="checkbox"/> DTRA ORGANIZATION.xls		

3d. Click OK

OK Cancel

Note: Images must be published and approved before the public can view them



Finding Uploaded Images

4. After all images have been uploaded, Change View to My Submissions



Home | News | Units | Recruiting | Training & Education | Career | Marine Services | In the Community

New Upload Actions Settings 1 - 200 View: All Documents											
Name	Byline	Unit	Caption	Approval Status	Created	Created By	Dateline	DatePhotoTaken	Modified	Modified By	Content Type
2005				Approved	1/24/2008 4:18 PM	svc.marines.mil			1/24/2008 4:18 PM	svc.marines.mil	Folder
2006				Approved	1/24/2008 4:18 PM	svc.marines.mil			1/24/2008 4:18 PM	svc.marines.mil	Folder
2007				Approved	1/24/2008 4:18 PM	svc.marines.mil			1/24/2008 4:18 PM	svc.marines.mil	Folder
_036_Sgt.Boh_LOW		Headquarters, U.S. Marine Corps		Approved	4/7/2007 3:13 PM	Sutton Ctr Karen			6/13/2007 3:33 PM	svc.marines.mil	Picture 300 x 433
_036_Sgt.Bohanner		Headquarters, U.S. Marine Corps		Approved	4/7/2007 3:13 PM	Sutton Ctr Karen			6/13/2007 3:33 PM	svc.marines.mil	Picture 832 x 1200
_MG_1304 copy		Headquarters, U.S. Marine Corps		Approved	4/7/2007 3:13 PM	Sutton Ctr Karen			6/13/2007 3:33 PM	svc.marines.mil	Picture 3504 x 2336
_MG_1304low		Headquarters, U.S. Marine Corps		Approved	4/7/2007 3:13 PM	Sutton Ctr Karen			6/13/2007 3:33 PM	svc.marines.mil	Picture 330 x 220

NOTE: This view will display all images created and/or last modified by you in descending date order



Publishing Images

New ▾ Upload ▾ Actions ▾ Settings ▾ 1 - 100 ▾ View: **My submissions** ▾

Type	Name	Modified	Modified By	Approval Status	Approver Comments	Thumbnail
	DESKTOP NEW	2/19/2008 12:29 PM	Gessner CTR Kathy	Draft		
		2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	
		2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	
		2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	
		2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	
	080105-M-9719V-064 NEW	2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	

5a. Click drop down next to image name of image to Publish

5b. Click Publish a Major Version

View Properties
Edit Properties
Manage Permissions
Edit Document
Delete
Send To
Check Out
Publish a Major Version
Version History
Workflows
Alert Me

NOTE: If you upload multiple images, they must first be checked in before you publish. Run the Report for Items checked out to me and check in all at one time.



Publishing Images

Home > Units > Headquarters Marine Corps > Images > DESKTOP > Check In

Publish Major Version

Use this page to publish the current version of this document.

! Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper permissions.

Comments
Type comments describing what has changed in this version.

5c. Enter Comments

Comments:

5d. Click OK

OK Cancel

5e. Close Images View